
FY23 Ohio AmeriCorps Grants

Application Overview

SERVE **OHIO**
Ohio Commission on Service and Volunteerism

Agenda

- **Introduction to ServeOhio & AmeriCorps**
- **Operational Grant Notice of Funding**
- **Planning Grant Notice of Funding**
- **Considerations for Applying**
- **Q/A**

ServeOhio

- **Ohio's Commission on Service and Volunteerism**
- ***To strengthen Ohio communities through AmeriCorps and volunteer engagement***
- **<https://serve.ohio.gov/>**

What is AmeriCorps?

- National service program, a.k.a. “domestic Peace Corps”
- Engages more than 80,000 Americans every year for a term of national service. www.americorps.gov
- AmeriCorps, the federal agency, administers grants to engage more than 4 million Americans in service through AmeriCorps, AmeriCorps Seniors and other initiatives such as the Volunteer Generation Fund

ServeOhio

- **Administer AmeriCorps grants in Ohio under the federal National & Community Service Trust Act of 1993.**
- **Authorized under section 121.40 of the Ohio Revised Code**
- **Through collaborations and partnerships, administer AmeriCorps funding that targets areas of education, economic opportunity, healthy futures, veterans/military families, environmental stewardship and disaster services**

ServeOhio

- In Ohio for the 2022-2023 program year, ServeOhio supports 1,010 AmeriCorps members who will give 1.2 million hours of service at 500+ service sites across the state and will earn \$4.6 million in education awards. .
- Map of all AmeriCorps service locations with program summaries can be found [here.](#)

What Can Ohio AmeriCorps Programs Do?

AmeriCorps programs address diverse community needs.

- Health
- Employment
- Education
- Environment

Apex to AmeriCorps programs are the **AmeriCorps members who are in communities providing direct service activities**

Who is an Ohio AmeriCorps Member?

- ★ Not a volunteer or a staff person but an individual/member contracted for a term of public service (100-1700 hours per term).
- ★ U.S. citizen, national or legal permanent resident alien of the United States.
- ★ At least 17 years of age with no upper age limit.
- ★ AmeriCorps members receive an Eli Segal Education Award for successful completion of a term of service.
- ★ Most AmeriCorps members receive a modest living allowance, full-time members are eligible for health insurance, and some members may be eligible for childcare.
- ★ Must meet eligibility criteria.
- ★ Someone who gets things done in their community!

Eligibility for an Ohio AmeriCorps Grant

- ★ Non-profit organizations;
 - ★ institutions of higher education;
 - ★ government entities within states or territories;
 - ★ Indian Tribes;
 - ★ and partnerships or consortiums.
-
- ★ Organizations that propose to operate programs solely in Ohio must apply through ServeOhio.
 - ★ Multi-state applicants must apply directly to [AmeriCorps HQ](#)

Application Documents

- [Operational Grant Notice of Funding Opportunity \(NOFO\)](#)
- [Application Instructions](#) - Budget instructions
- [Planning Grant NOFO and Instructions](#)
- [Mandatory Supplemental Information](#)

All documents on [AmeriCorps Funding](#) webpage

FY23 Funding Priorities

- Organizations leading service in communities with concentrated poverty, rural communities, tribal communities, and those organizations serving historically underrepresented and underserved individuals, including but not limited to communities of color, immigrants and refugees, people with disabilities, people who identify as part of the LGBTQIA+ community, people with arrest and/or conviction records, and religious minorities.

FY23 Funding Priorities

- Programs that create workforce pathways for AmeriCorps members, including deliberate training, certifications, and hiring preferences or support.
- Activities that support educational opportunity and economic mobility for communities experiencing persistent unemployment or underemployment, and students experiencing homelessness or those in foster care.
- Efforts to increase access, information and/or resources to safe, healthy, affordable, and/or more efficient housing.

FY23 Funding Priorities

- Programs that reduce and/or prevent prescription drug and opioid abuse; Increase access to health information/knowledge, resources and/or services; Improve individual and/or community health conditions.
- Programs that improve the quality of life of veterans and improves the well-being of military families, caregivers, and survivors.

FY23 Funding Priorities

- Rural intermediary organizations that demonstrate measurable impact and primarily serve rural communities with limited resources and organizational infrastructure.
- Efforts to mobilize volunteers to meet regional community needs utilizing ServeOhio's Get Connected platform.

Types of Operational Grants

Grant Types	Cost Reimbursement	Fixed Amount			
Available Subtypes	Traditional	Full-Cost	Education Award Program (EAP)****	Professional Corps See MSI found here for further requirements	No Cost Slots
Maximum Cost per MSY*	\$28,800	\$28,800	\$800 or \$1,000	\$1,000	\$0
Type of Slots in the National Service Trust**	FT, TQT, HT, RHT, QT, MT, AT	FT, TQT, HT, RHT, QT, MT, AT	FT, TQT, HT, RHT, QT, MT, AT	FT Only	FT, TQT, HT, RHT, QT, MT, AT
Budget Submission Required	Yes	No		No	No
Availability of Funds linked to enrollment and retention of awarded MSYs	No	Yes			No
Special Requirements	N/A	N/A		Must place qualified professionals in communities with an inadequate # of such professionals. Member costs must be paid entirely by organization & not included in budget.	N/A
Financial Reporting Requirements	Yes	No			
Available to new Applicants	Yes	Yes***	Yes		

Operational NOFO

Application Elements

E. Application Review Information: Page 19

A. Executive Summary – use template provided!

B. Program Design

1. Theory of Change and Logic Model

a. Theory of Change has three primary descriptive elements:

Need

Intervention (i.e. what AmeriCorps members will do)

Outcome/Expected Change

b. Logic Model is a linear representation of program

– [How to Develop a Program Logic Model](#)

Theory of Change & Logic Model Notes

- The logic model is a visual representation of the applicant's Theory of Change. Programs should include short or medium (usually what is measured in a program year) and long-term outcomes in the logic model.

The applicant's performance measures should be consistent with the program's Theory of Change and should represent significant program activities.

- Applicants should discuss their rationale for setting/determining Target Numbers for each Output and Outcome in the performance measure(s). Rationales and justifications should be informed by the organization's performance data, relevant research or prior program evaluation findings.
- Applicants should briefly discuss the community need as it relates to the CDC's Social Vulnerability Index: <https://www.atsdr.cdc.gov/placeandhealth/svi/index.html>
- Applicants with multiple interventions should complete one Logic Model chart which incorporates each intervention. Logic model content that exceeds three pages will not be reviewed.

NOFO Application Elements

2. Evidence Base - The assessment of an applicant's evidence base on the **same intervention described in the application.**

Evidence Tier – identify your program's evidence tier

- a) Pre-Preliminary = evidence-informed*
- b) Preliminary = Outcome studies on the same intervention in the application
- c) Moderate evidence = positive evidence of effectiveness via experimental design with limited generalization (site specific)
- d) Strong evidence = positive evidence of effectiveness via experimental design with broader generalizations (region, state, etc.)

Most new programs will be pre-preliminary; include any past performance data and recent research to support design.

NOFO Application Elements

In the Evidence Tier section of the application narrative, applicants must (1) summarize the study design and key findings of any outcome or impact evaluation report(s) submitted and (2) describe any other evidence that supports their program, including past performance measure data and/or other research studies that inform their program design.

Applicants who submit evaluation reports for consideration must also describe in the Evidence Base section of the application narrative how the intervention described in the submitted reports is the same as the intervention described in the application

Applicants should provide citations for the studies they describe, if applicable; however, reviewers will not review any documents external to the application other than evaluation report(s) submitted in accordance with the *Notice* instructions.

NOFO Application Elements

3. Notice Priority

- minimal response required
- Program fits within one or more funding priorities

4. Member Experience

- Professional development, skill-building, training
- Recruitment plan includes diverse membership & foster inclusive service experience
- Description of how the organization will ensure its project engages a diverse and inclusive group of members.
- Plans to connect members with each other and/or other programs.

NOFO Application Elements

C. Organizational Capability

1. Organizational background and staffing

- a. Detail the roles, responsibilities, and structure of the staff implementing the AmeriCorps program; oversight and monitoring plan
- b. If the budget does not include .5 FTE staff allocated to the program, include a rationale to support this decision.
- c. The applicant's definitions of diversity, equity, inclusion, and accessibility demonstrate the organization is engaged in related to diversity, equity, and inclusion.
- d. If a new applicant is requested a Full Cost Fixed Amount grant, include the following:
 - a. The organization's experience managing a federal award
 - b. Any prior experience with AmeriCorps grants and/or programs
 - c. Detail the sources of match and/or funding plan
 - d. Detail how the organization has the fiscal capacity to manage an AmeriCorps grant and federal requirements.

NOFO Application Elements

C. Organizational Capability

2. Compliance and Accountability

- a. Monitoring and oversight plan to prevent and detect noncompliance and enforce compliance with AmeriCorps rules and regulations**
- b. The extent to which the organization has sufficient policies, procedures, and controls in place to prevent, detect, and mitigate the risk of fraud, waste, abuse, and mismanagement, this can include an assessment of appropriate segregation of duties, internal oversight activities, measures to prevent timekeeping fraud, etc.**

3. Member Supervision

- a. AmeriCorps members will receive sufficient guidance and support from their supervisor to provide effective service**
- b. AmeriCorps supervisors will be adequately trained/prepared to follow AmeriCorps and program regulations, priorities, and expectations.**
- c. The program has plans to maintain communications with and among supervisors during the program year**

NOFO Application Elements

D. Cost Effectiveness and Budget Adequacy

1. “See Budget” is only required narrative
2. Review Based on Budget Instructions
3. Can use to elaborate on budget elements or line items but cautious of page limits

E. Evaluation Plan

1. Enter N/A

F. Amendment Justification

1. Enter N/A

G. Clarification Information

1. Enter N/A

H. Continuation Changes

1. Enter N/A

NOFO Application Elements

Submission of Additional Documents for applicants (pgs. 17-18):

- Financial Management Survey - All
- Organizational Chart – New
- Readiness Assessment – New

As applicable:

- Evaluation Studies, see Evidence Base section
- Evaluation Reports, if recompeting
- Labor Union concurrence, if applicable
- Match Waiver (request to Mary before the application submission) or Alternative match schedule request, if applicable
- Indirect Cost Rate agreement
- Delinquency on Federal Debt explanation, if applicable

Send all additional documents via email to [Mary Cannon](#) by the application deadline.

Application Instructions

– National Performance Measure Instructions

- One performance measure (output and outcome) is required for your program's primary direct service activity
- Targets are set for one year
- Attend the February 24 grant workshop

– Detailed Budget Instructions

- Follow the [Application Instructions](#), starting on page 21
- Budget for one year
- Member slots and Member Service Years for one year
- Attend February 24 grant workshop

Ohio AmeriCorps Operational Grants

★ Grants include a request for a specific number of AmeriCorps member positions and slot types:

- ★ Full-time: 1 MSY; 1700 hours
- ★ Three Quarter-Time: .7 MSY; 1200 hours
- ★ Half-time: .5 MSY; 900 hours
- ★ Reduced Half-time: .381 MSY; 675 hours
- ★ Quarter-time: .265 MSY; 450 hours
- ★ Minimum-time: .212 MSY; 300 hours
- ★ Abbreviated-time: .056 MSY; 100 hours

➤ [See NOFO page 15](#)

EXAMPLE: An application requests 1 full-time, 1 half-time, 1 quarter-time and 1 minimum-time.

This is a request totaling 4 members slots and 1.977 MSY**

*****Note: this is not an eligible request but an example!***

Member Living Allowances

- Minimum & Maximums for each slot type
- Page 14 of the [NOFO](#).

Service Term	Minimum # of Hours	Minimum Living Allowance*	Maximum Total Living Allowance
Full-time (1.0 MSY)	1,700	\$17,600	\$35,200
Three Quarter-time (.7 MSY)	1,200	\$12,425	\$24,640
Half-time (.5 MSY)	900	\$9,320	\$17,600
Reduced Half-time (.381 MSY)	675	\$6,980	\$13,376
Quarter-time (.265 MSY)	450	\$4,660	\$9,152
Minimum-time (.212 MSY)	300	\$3,105	\$7,392
Abbreviated-time (.056 MSY)	100	\$1,035	\$2,112

Planning Grants

- Planning grants allow one year of funding for organizations to determine and explore AmeriCorps program feasibility to develop an AmeriCorps program including a Logic Model and Theory of Change;
- Member service plans in response to the identified community need(s); hire/onboard new staff or position; and build organizational capacity to host an AmeriCorps program. Planning grants do not support AmeriCorps members.
- Planning grants allow organizations to become better prepared to compete for an AmeriCorps operational grant; however, planning grants do not guarantee organizations will obtain an AmeriCorps operational grant. ServeOhio reserves the right to reduce requests or provide partial awards.

Planning Grants

- Ohio AmeriCorps planning grants may not exceed \$75,000.
- Ohio AmeriCorps planning grants are awarded on a cost-reimbursement basis only.
- Applicants are required to match at 24% either through cash or in-kind resources.
- The planning grant project period is from August 1, 2023-July 31, 2024.
- ServeOhio reserves the right to award applications in an amount less than the requested level of funding.
- ServeOhio reserves the right to prioritize providing funding to existing awards over making new awards.
- The actual level of funding is subject to the availability of annual appropriations

Planning Grants

- Planning grants do not include Members.
- Cash and in-kind match must be at least 24%.
- [Planning grant NOFO and application instructions.](#)

Planning Grants

- At least .5 FTE staff is required in the budget.
- Program staff background checks, meetings, events and training can be included.
- Costs for member recruitment, background checks, and training preparation can be included but actual member costs (stipends, benefits, etc.) are not allowed.
- Costs can include partner meetings and supervisor trainings, for examples.

Additional Documentation

- 1. The Operational and Financial Management Survey (OFMS) available on the ServeOhio website.
- 2. Organizational chart
- 3. Organizational Management Readiness Assessment found on the ServeOhio website.
- 4. Most recent single audit or audited financial statements

Budgets

Based on
the type of
grant and
number of
MSY

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Financial Reporting Requirements	Yes	No			
Available to new Applicants	Yes	Yes***	Yes		

Member Service Year

FT = Full Time member position requires at least 1700 hours of service; 1.0 MSY

TQT = Three Quarter Time member position requires at least 1200 hours of service; .7 MSY

HT = Half Time member position requires at least 900 hours of service; .5 MSY

RHT = Reduced Half Time member position requires at least 675 hours of service; .381 MSY

QT = Quarter Time member position requires at least 450 hours of service; .265 MSY

MT = Minimum Time member position requires at least 300 hours of service; .212 MSY

AT = Abbreviated Time member position requires at least 100 hours of service; .056 MSY

Cost-Reimbursement Budgets

- Payments made via reimbursements
- 24% matching requirement and require the submission of a budget and financial reports.
- Must abide by Cost per MSY maximum for grant type. [See NOFO pages 7](#)
- Funds are directly tied to a specific number of members and are solely for program expenses.
- Funds are not for general organizational expenses.
- **Must request no less than 5 MSY**

Example of a Cost Reimbursement Grant Request

Applications must request a **cost per MSY**
at or below **\$28,800**

Cost Per MSY = Federal Request Only/ Total MSY Request

Request Example = 10 MSY for 20 Half-Time Members:

10 MSY * \$28,800 = \$288,000 Maximum Federal Request

\$288,000 (Federal) + \$90,947 (Your Share) = \$378,947 (Total Grant)

76% + 24% = 100%

(Hint: Total Federal Request / .76 = total grant amount)

Match Requirements

AmeriCorps Funding Year	1, 2, 3	4	5	6	7	8	9	10+
Grantee Share Requirements	24%	26%	30%	34%	38%	42%	46%	50%

Applicants are required to match funds based on the chart below. The applicant's match can be non-AmeriCorps cash and/or in-kind contributions. Applicants must indicate whether the match is proposed or secured. Applicants must demonstrate the ability to meet the match requirement at the time of application submission.

A first-time successful applicant is required to match at 24 percent for the first three-year funding period. Starting with year four, the match requirement gradually increases every year to 50 percent by year ten, according to the minimum overall share chart found in 45 CFR 2521.60 and above.

Fixed Amount Grant Budgets

- No budget required but must demonstrate ability to provide financial support
- Funds dependent on member enrollment & retention
- Must abide by Cost per MSY maximum for grant type. [See NOFO pages 7](#)
- Funds are directly tied to a specific number of members and are solely for program expenses.
- Funds are not for general organizational expenses.
- **Must request no less than 5 MSY**
- **Not available for Planning Grants**

IMPORTANT

- Create an eGrants account
- Must have active SAM entire grant period
 - Name is SAM has to match eGrants
- Must have an UEI Number
- Abide by page limitations
 - Narrative
 - Logic Model
- Submit grant and additional documents by the deadline of **April 5, 2023 by 5:00pm EST.**

Application Documents

- [Intent to Apply](#)
- [Application Timeline](#)
- [National Performance Measure Instructions](#)
- [Financial Management Survey](#) - required for all applicants
- [Organizational Management Readiness Assessment](#) - required for New & Planning Grants

All documents and application resources on [Grants/Funding](#) webpage

Are we “mission ready?”

What is our capacity?

- Does my organization have the organizational, human resources, technological and fiscal capacity to manage a federal grant?
 - Are Human Resources and Legal departments included in the conversations?
- Does my organization have the resources to match the federal funds (cash and in-kind)?
- Does my organization have the resources to manage a program for **30-60 days before receiving reimbursement?**
- Can our organization administer the programmatic and fiscal reporting requirements and attend required meetings?

Are we “mission ready?”

What does the research say?

- Would this program support my organization’s mission and strategic plan?
- What is the success in providing the service?

What questions cannot we not answer on the Intent to Apply/Concept Paper?

- Who should be included in the discussion?
- Are we asking members to conduct prohibited activities?
- Will members replicate or displace current staff or volunteers?

Are we “mission ready?”

- Can we recruit, manage, retain, train and budget for the requested number of members and MSY?
- Review the [Financial Management Survey](#). A requirement for new programs.
- At minimum, ServeOhio requires at least .5 FTE to oversee and administer the program
- Complete the [Organizational Management Readiness Assessment](#)

Why AmeriCorps?

- **Why is an AmeriCorps program, i.e. AmeriCorps members, uniquely positioned to meet the described need?**
- **How will it expand your reach, scale, scope or improve efficiency and effectiveness?**

Ohio AmeriCorps Grants

- ★ Expands the capacity of organizations to meet their mission and identified critical community need
- ★ Organizations that receive Ohio AmeriCorps grants are responsible for recruiting, selecting, and supervising AmeriCorps members to serve in their programs.
- ★ All grants have required programmatic and financial reporting.
- ★ Are *not* for individual placements.
- ★ Grants must request at least 5 Member Service Years (MSY).

Application Timeline

- **Operational Grant Workshop on 2/24/23**
 - 8:30-9:45 am: NOFO In-depth review
 - 10-10:45 am: Budget Preparation
 - 11-11:45 am: Performance Measures, Application Resources & eGrants
 - [RSVP](#) required by 2/22/23 to receive link
- **Intent to Apply**
 - Not required but submit by 3/10/23 for feedback
- **Application Deadline**
 - **April 5, 2023 by 5pm EST**

Additional Information

- <https://serve.ohio.gov/grants-and-funding/ameri-corps-funding>
- www.amerikorps.gov
- [AmeriCorps Regulations](#)
 - 45CFR, Chapter 25

Contact

<https://serve.ohio.gov/>
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